# New Design TRP Dealers

IL Secretary of State Training 2020



# New TRP Essentials

- Old TRPs are being discontinued November 3, 2020.
- ☐TRPs will be printed by users.
- Expirations will remain the same at 90 days.
- Only SOS facilities can issue second or additional TRPs.
- □ Superusers will assign packages of 25 to each user. These cannot be shared or reallocated.

## Permit Abuse

- ☐ Each lost, missing, stolen or destroyed TRP will result in a \$151 fee.
- Misuse of any permit will result in a \$175 fee per instance, possible loss of system access and/or criminal charges.

# Ordering & Receiving TRPs

- •Log on to the TRP website using username and password.
- ·Click on "Request TRP Stock".

#### TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH Log Out

Issuing Agent - LANDMARK FORD, INC.

User Admin

#### **TRPs**

- Issue TRP
- Issue 7-day Permit
- TRP Boxes
- Request TRP Stock
- Search for a TRP
- Print 7-Day / 30-Day Request Form

#### Users

- Add a User
- TRP Users
- Change Password
- Change Agency E-mail Address

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# Ordering & Receiving TRPs

- •Using the down arrow under the Vehicle Type, you can choose Passenger or Motorcycle Permits.
- •You can also use the down arrow under Quantity to select how many packages you want.
- •The minimum order is one package and the maximum is 24 packages.

### Logged in as JSMITH TEMPORARY REGISTRATION PERMIT (TRP) Menu | Log Out Request TRP Stock Vehicle Type Passenger/Truck > Quanity 1 - 25 TRPs Print 7-Day / 30-Day Request Form Order Reset This system is to be used only for programs related to the Office of the Illinois Secretary Of State. This system contains proprietary and confidential information of the Office. Programs and information contained in the system are for official business only. Any unauthorized use or disclosure of the information, or any use of the system not in connection

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# Receiving TRPs

•Once you receive your packages, go back to the TRP website and click on your "TRP Boxes" tab and "Receive Stock".

Superusers must "Receive Stock" within 48 hours in the system.

#### TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH
Menu | Log Out

TRP Boxes for DL101 - LANDMARK FORD, INC. (4846)

Box ID ♦	Date Received	Date Shipped	Vehicle Type	Issued To	Quantity Issued
100KK225	Receive Stock	08/17/2020	Passenger/Truck	Not Allocated	0 / 25
<u>100KK200</u>	08/14/2020	08/14/2020	Passenger/Truck	Szara4	0 / 25
<u>16AA00</u>	08/14/2020	08/14/2020	Motorcycle	Svemuri1	4 / 25
100KK000	08/10/2020	08/10/2020	Passenger/Truck	Szara4	22 / 25

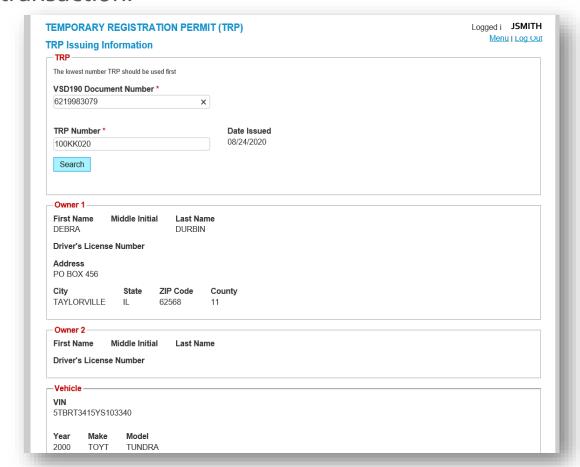
# Assigning TRPs to Employees

- •If you have multiple users, the Superuser will need to assign each user a package of TRPs in the designated area.
- •Enter the first TRP number in package and click "Submit".

TEMPORARY REGISTRATION PERMIT (TRP)			Logged in as JSMIT <u>Menu</u>   <u>Log O</u>	
Edit a User				
Manager	Jon Adams			
Jsername	JSMITH			
First Name *		Middle Initial	Last Name *	
TOM			STEVENS	
E-mail Address		TRP Training Type N/A	Training Date N/A	
Privileges				
Assign TRPs - Startir	ng TRP Number			
Reset Password TRI	P Users			
Submit	nactivate			

## Issuing TRPs

- ·Access the TRP website and click on "Issue TRP".
- •Enter the document number from the previously completed ERT/PERT application and click on "Search".
- •The system will populate the same owner/vehicle information from the ERT/PERT application. The information cannot be altered.
- •Once the information is on the screen, click on "Submit" to complete the TRP transaction.



## Issuing TRPs

- •In the orange box, you should see a message that says "the TRP was successfully registered in the system, along with a confirmation number".
- •Under that, you will click on the "Click here to view your TRP" button.

RP Issuing Information	Menu   Log	
The TRP was successfully registered The CONFIRMATION NUMBER for		
Click here to view your TRP.		
TRP		
The lowest number TRP should be used first		
VSD190 Document Number *		
6219983079		
TRP Number *	Date Issued	
100KK020	08/24/2020	
	ast Name URBIN	
Driver's License Number		
<b>Address</b> PO BOX 456		
CityStateZIP ControlTAYLORVILLEIL62568		
Owner 2		
	ast Name	

## Printing TRPs

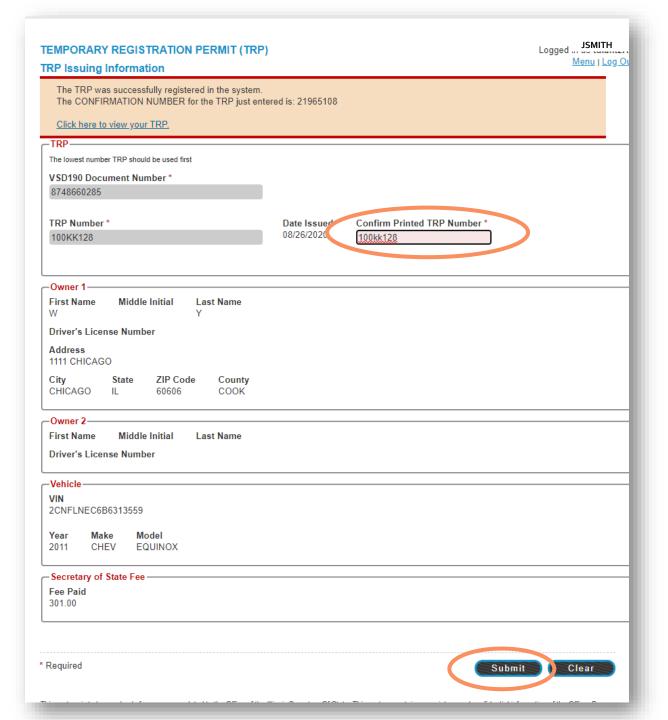
- •When loading the TRP in the printer, put it face down with the perforation on left.
- •Print the TRP.

This screen will appear in a new tab when you confirm the TRP on the prior screen. Load the correct TRP into manual feed, print and then close the tab.



Load TRP in manual feeder, face down with the perforation on the left.

After printing, enter/scan the TRP # and click "Submit".



# TRP printed/ updated successfully.

## **SOS USE ONLY**



#### TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as | JSMITH | Log Out

Issuing Agent - CHICAGO NORTH FACILITY
User Admin

· Confirm printed trp number updated successfully.

#### TRPs

- Issue TRP
- Issue 7-day Permit
- TRP Boxes
- Search for a TRP
- Print 7-Day / 30-Day Request Form

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Cyberdriveillinois.com

Tear off bottom portions and give the owner copy to customer and keep the agent copy for your records.

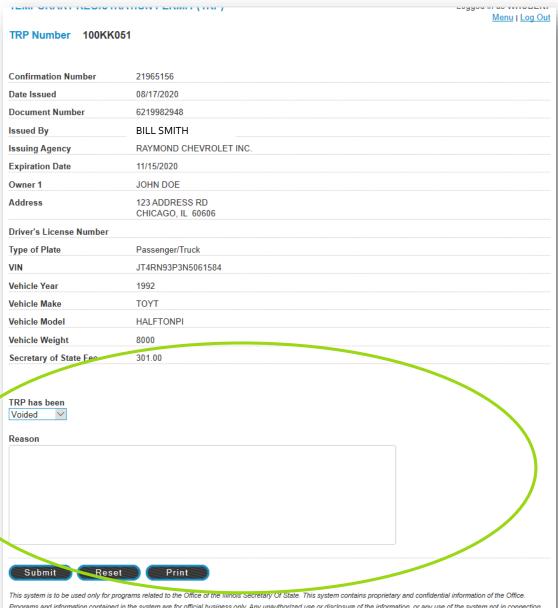


# Users can "Search for a TRP" ONLY by VIN.

TEMPORARY REGISTRATION PERMIT (TRP)	Logged in as JSMITH  Menu   Log Out
Search for a TRP	
Search by VIN Number	
	Search Reset
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with the Office, is a violation of state and federal statutes and may result in civil and criminal penalties.

Users must select the reason for a void and enter a detailed description then select "Submit".



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After voiding, this screen appears to confirm the TRP status.

#### TEMPORARY REGISTRATION PERMIT (TRP)

Logged in JSMITH

TRP Number 100KK120

You have recorded that TRP# 100KK126 has been Stolen Click 'Submit' to Confirm this TRP status update.

Confirmation Number	21965106 Print Receipt
Date Issued	08/25/2020
Document Number	8748660251
Issued By	BILL SMITH
Issuing Agency	CHICAGO NORTH FACILITY
Expiration Date	11/23/2020
Owner 1	M GRIFF
Address	3856 W 124TH ST APT 2E ALSIP, IL 60803
Driver's License Number	
Type of Plate	Passenger/Truck
VIN	2C3CDXBG1CH286613
Vehicle Year	2012
Vehicle Make	DODG
Vehicle Model	CHARGER
Vehicle Weight	0

#### TRP has been

Stolen ~

#### Reaso

Customer noticed his TRP was missing from vehicle and assuming it is stolen

Submit

Reset

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# Storage & Voids

- •Prepare a manila envelope for each package of 25 to store receipts and voided TRPs to assist with inventory/audits.
- •TRPs must be stored in a secure area.
- •Superuser must confirm that DAILY TRPs are issued in sequential order and voided properly.
- Management must return all voided TRPs MONTHLY to:

Howlett Building
Room 414
Springfield, IL 62756
217-524-4329

Troubleshooting error messages



# Troubleshooting error messages

### **SOS USE ONLY**



#### TEMPORARY REGISTRATION PERMIT (TRP)

Logged | JSMITH

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#### TKP Number 100KK 125

- · Status is required.
- · Reason is required.

Confirmation Number	21965105 Print Receipt
Date Issued	08/20/2020
Document Number	8748660243
Issued By	JSMITH
Issuing Agency	CHICAGO NORTH FACILITY
Expiration Date	11/18/2020
Owner 1	JOSE M SANCHEZ
Address	9130 FAIRVIEW AVE UNIT 1 BROOKFIELD, IL 60513
Driver's License Number	
Type of Plate	Passenger/Truck
VIN	1GNEC16Z32J132957
Vehicle Year	2002
Vehicle Make	CHEV
Vehicle Model	SUBURBAN
Vehicle Weight	0
Secretary of State Fee	301.00

TRP has been Select One ➤

Reason

# Troubleshooting error messages

### **SOS USE ONLY**



#### TEMPORARY REGISTRATION PERMIT (TRP)

Logged i JSMITH i

The issuing Information

The lowest number TRP should be used first

A TRP is already assigned to this document number.(16)

VSD190 Document Number * 8748660251		
TRP Number * 100kk126 Search		Date Issued 08/25/2020
-Owner 1		
	<b>Last Name</b> GRIFF	
Driver's License Number		
Address 3856 W 124TH ST APT 2E		
City State ZIP Code ALSIP IL 60803	County COOK	
-Owner 2		
First Name Middle Initial	Last Name	
Driver's License Number		
-Vehicle-		
VIN 2C3CDXBG1CH286613		
Year Make Model 2012 DODG CHARGER		
-Secretary of State Fee		
Fee Paid           328.00		
Required		

# Other error messages

### **SOS USE ONLY**



TEMPORARY REGISTRATION PERMIT (TRP	<b>(</b> )	Logged in as <b>tdiantzi</b> <u>Menu I Log C</u>
TRP ### was not confirmed. Please contact yo	our supervisor to confirm	
TRP The lowest number TRP should be used first  VSD190 Document Number *  8748660251		
TRP Number * 100KK126 Search	Date Issued 08/25/2020	
-Owner 1		
First Name Middle Initial Last Name M GRIFF  Driver's License Number		
Address 3856 W 124TH ST APT 2E		
City State ZIP Code County ALSIP IL 60803 COOK		
Owner 2		
First Name Middle Initial Last Name Driver's License Number		
VIN 2C3CDXBG1CH286613		
Year Make Model 2012 DODG CHARGER		
— Secretary of State Fee		

Fee Paid 328.00

## Superuser Confirmation

- •Users must complete the issuance process by confirming the TRP twice in the system.
- •If the process gets bypassed erroneously, Superusers must confirm before the user can issue the next TRP.
- •Superuser must search the unconfirmed TRP, open the file, check the "Confirm printed TRP #" checkbox, enter a reason, and then click "Submit".

## Superuser Confirmation

#### **SOS USE ONLY**



#### TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as User1

Menu | Log Out

TRP Number 100KK173

Confirmation Number	21965153
Date Issued	09/16/2020
Document Number	2742RANR73
Issued By	User1
Issuing Agency	CHICAGO NORTH FACILITY
Expiration Date	12/15/2020
Owner 1	TEST DATA
Address	3701 WINCHESTER ROAD SPRINGFIELD, IL 627079700
Driver's License Number	
Type of Plate	Passenger/Truck
VIN	5NPEB4ACXBHO15062
Vehicle Year	2011
Vehicle Make	HYUN
Vehicle Model	SONOTA
Vehicle Weight	0
Secretary of State Fee	301.00
Confirm Printed TRP Number	
TRP has been	
Reason	
Submit Reset	Print

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Questions & Concerns

# TRP Hotline:

217-524-4329